



EMPLOYMENT OPPORTUNITY

Job Title:	Housing Service Director
Location Address:	8910 N. 78 th Avenue Phoenix, AZ. 85345
Salary:	Up to \$103,001.00/year DOE
Conditions of Employment:	This is a full-time, exempt, and Unclassified position
Closing Date:	Open Until Filled

The Housing Authority of Maricopa County (HAMC) is seeking highly motivated applicants for the position of Housing Services Director. Applicants should be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of tasks.

Our Mission

The mission of the Housing Authority of Maricopa County is to improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs; and to become a leading housing authority by exemplifying best practices, offering innovative affordable housing programs, and expanding accessibility throughout Maricopa County.

Our Vision

We dedicate ourselves to creating and sustaining an environment where every Maricopa County family has an opportunity to obtain safe, affordable housing, which provides an environment to raise a well-rounded, strong and healthy family.

Representative summary of important and essential job functions

Summary *The purpose of the Director of Administration and Housing Services position is to be responsible for oversight of General Services to include human resources, records and facilities management, grants and information technology. This position also provides oversight to Housing Services to include the Housing Choice Voucher (HCV) program, partnership housing programs, and resident & community self-sufficiency services provided through partnerships or by program staff.*

Essential Job Functions *This job may include the following job duties but is not an all-inclusive list of all job duties that may be required. Employees will be required to perform other related duties as assigned.*

- Assist the Deputy Director in overall administrative and program direction for general services including housing services, grants, records and facilities management.
- Develop and coordinate the implementation of the agency's strategic priorities, goals, and objectives.
- Assist the Deputy Director with implementing efficiencies across the programs.
- Maintain and secure funding opportunities for resident and community services.
- Establish and monitor management and internal controls for administrative, program, and fiscal procedures; revise components to promote efficient and effective operations and compliance with all applicable local, state, and federal laws and regulations and third-party guidelines.
- Work with all departments in developing and providing oversight for performance measurement and reporting (MfR).
- Recommend process improvements to business practices and ways to better execute the department's responsibilities to ensure records and controls are accurate.
- Advise the Deputy Director on key strategic, budgetary and managerial issues.

- Develop and maintain effective working relationships and consults with governmental offices at the appropriate level; represents the director in high level meetings with County management, the BOS, Board of Commissioners, and outside agencies.
- Manage the housing services programs for the agency.
- Establishes, monitors, and manages approved budgets and works with staff to address variances and resolve financial issues.
- Coordinate reporting, agency annual plans and reports as required by funding partners.
- Manages, counsels, and coaches' direct reports to meet implementation objectives.
- Leads the recruitment and preservation of proper staffing levels
- Meets with staff to discuss and resolve workload and technical issues; develops goals and priorities; evaluates issues, develops recommendations, and directs the implementation of solutions.

REPORTING STRUCTURE

A. Supervision Received: Reports to Deputy Director

B. Supervision Exercised:

Self Sufficiency Programs

Housing Services Programs

Asset Management

Resident Services

Required Knowledge and Skills:

- Knowledge in directing, supervising and coordinating administrative, financial, human resources, purchasing and information technology, tasks and services.
- Knowledge of the principles and practices of public administration particularly in relation to community and housing services and resources; human service delivery systems, grant administration, facilities/office procurement and intergovernmental relations.
- Skilled in providing expertise in applying program evaluation methodologies and complex problem-solving techniques.
- Ability to develop approaches to the resolution of community and housing problems.
- Excellent in interpersonal skills, time management and project management skills.
- Skilled in analyzing, problem solving and decision-making as well as communicating and expressing ideas effectively both orally and in writing.
- Ability to establish and maintain effective relationships with internal and external customers.
- Knowledge of contract and grant processes and compliance.
- Skilled at drafting and implementing policies and procedures and internal controls.
- Proficient computer skills, including Microsoft Office products including Word, Excel, Outlook, and PowerPoint.

E. Specialized training, certifications, or other special requirements: Must possess or have the ability to obtain a valid Arizona driver license at time of hire.

F. Preferred special requirements: None

G. Special working conditions: Work is performed primarily in an office environment with long periods of sitting and reading. Requires use of personal or HAMC vehicle to travel to and from various business locations. Must be able to occasionally travel out of town for training and conferences.

Education, Experience, Certifications and Licenses:

- A.** Bachelor's Degree in public administration, Business or related field, and 6 years supervisory and/or managerial experience managing administrative functions or programs. Other combinations of education, experience, or training that may be considered in substitution for the minimum requirements.
- Valid Arizona Driver's license.

The Housing Authority of Maricopa County participates in the Employment Eligibility Verification Program (E-Verify) and requires a drug screen and background check for new employees.

Work Environment

- **Environmental Factors:** Work is performed primarily in an office environment with some property inspection work performed outdoors.
- **Equipment and Tools:** *Standard equipment includes personal computer and office equipment.*

Filing Process

As part of the job application process your completed [online](#) application must be completed to be considered for the position at www.maricopahousing.org. If you need assistance completing your application, please contact Human Resources, careers@maricopahousing.org.

Equal Employment Opportunity

It is the policy of the Housing Authority not to discriminate in employment or the provision of services. HAMC is an Equal Opportunity Employer. HAMC Human Resources provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact the Human Resources at 602-744-4500 if you require assistance.